

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS**

**JOB VACANCY POSTING**

**POSTING NUMBER:** HR-0126

**ISSUE DATE:** October 8, 2013

**TITLE:** Administrative Analyst 2, Data Processing

**CLOSING DATE:** October 22, 2013

**DIVISION/UNIT:** Information Technology

**LOCATION:** 101 South Broad Street, Trenton

**SALARY RANGE:** (R26) \$63,564.71 - \$90,429.35

**POSITION(S):** 3

**DISTRIBUTION:** STATEWIDE

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**DESCRIPTION OF MAJOR DUTIES:**

Under direction of a supervisory official, performs tasks involved in the development, implementation, and quality control of the various manual, mechanical, and automated data processing systems of the organization; coordinates all data processing activities of an agency, division, small department, or large bureau; does related work as required.

Functioning within the Information Technology Unit performs various Department-wide studies pertaining to operating procedures and business methods for the purpose of developing and implementing various data processing systems.

**EDUCATION:**

Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:**

Three (3) years of experience in work involving the review, analysis, and evaluation of organization and administrative practices to determine the need for revision or implementation of data processing systems in a large business or government agency.

**NOTE:** Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.

**NOTE:** A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of experience as indicated above.

**LICENSE/CERTIFICATIONS:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

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- ☐ A promotable eligible exist within the unit scope.
  - ☐ A promotional or open competitive list exists.
  - ☐ Depending upon the qualifications of applicants, appointment may be made at a lower level.
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**Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:**

Office of Human Resources  
New Jersey Department of Community Affairs  
HR# 0126  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.state.nj.us](mailto:resume1@dca.state.nj.us)

**Interviews will be granted on the basis of the resume.**

**NOTE:** In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

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**The New Jersey Department of Community Affairs is an Equal Opportunity Employer**